
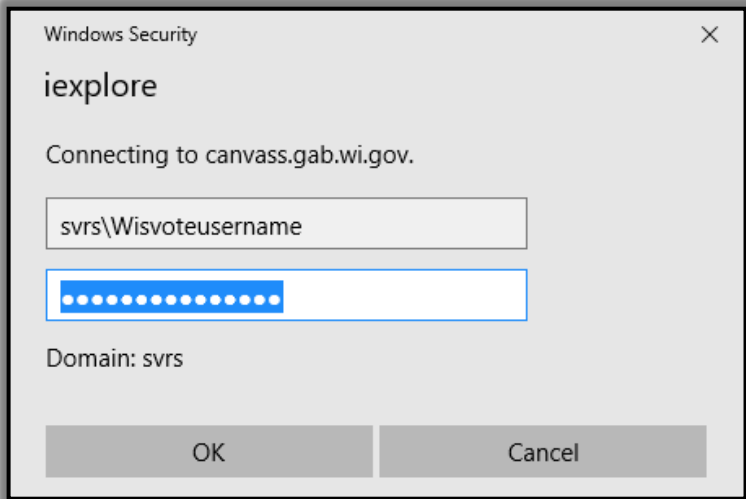


November 6, 2018 General Election Canvass Reporting System (CRS)

This checklist is designed to assist county clerks in preparing their canvass utilizing the “old” Canvass system.

Please contact the WEC at (608) 266-8005 or elections@wi.gov with any questions.

1. Accessing the Canvass Reporting System – Logging In

Step 1	<p>Login to CRS from your web browser from the Canvass Button on the Clerks Page of the WEC website https://elections.wi.gov/clerks</p> <p>Note: A WisVote FIDO key is not required for CRS logins</p> <p>Click the Canvass button </p> <p>Or access CRS directly at http://canvass.gab.wi.gov/</p>
Step 2	<p>A Security pop-up will appear, enter your user name and password in the following Format: svrs\your username</p> <p>Enter your password – this is your WisVote password; Click OK</p> 

2. Pre-Election Verification – Deadline October 25, 2018


*****Attention!*****

ALL COUNTIES ARE REQUIRED to send a Confirmation Email to the WEC confirming the reporting units in CRS are correct. Please attach a copy of the Pre-Canvass Reporting Unit List with your confirmation email. Send your confirmation email to: elections.canvass@wi.gov

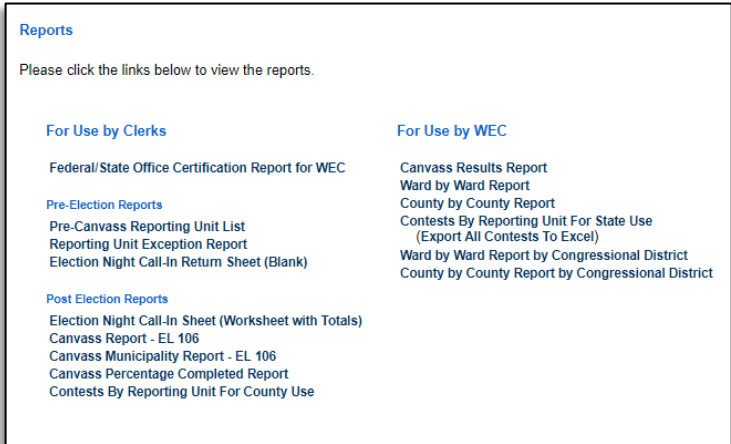
☐ Report 1: Pre-Canvass Reporting Unit List report

Step 1

After logging in to Canvass, click on the word **“Reports”** located on the left side of the screen.



A list of reports will load on the right side of the screen.




<p>Step 2</p>	<p>Under the For Use by Clerks section, click Pre-Canvass reporting Unit List</p> <div data-bbox="834 233 1442 764"> <p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List</p> <p>Reporting Unit Exception Report</p> <p>Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals)</p> <p>Canvass Report - EL 106</p> <p>Canvass Municipality Report - EL 106</p> <p>Canvass Percentage Completed Report</p> <p>Contests By Reporting Unit For County Use</p> </div>
<p>Step 3</p>	<p>Select the Election: 2018 General Election, Select the County: Your County, Click View Report</p> <div data-bbox="448 903 1385 1440"> </div> <p>Select PDF or Word and click Export</p> <div data-bbox="743 1556 1143 1791"> </div>

Step 4	<p>If the reporting units are different in CRS than in your equipment contact the municipality to confirm the correct reporting unit configuration</p> <p>Note: <i>a reporting unit cannot contain more than one Congressional, State Senate, or Assembly District and cannot be in more than one County</i></p>
Step 5	<p>If you and your municipality determine that the reporting units programmed in the voting equipment do not match the reporting units in CRS, contact the WEC immediately</p>
Step 6	<p style="text-align: center;">***ATTENTION***</p> <p>Send a confirmation email to the WEC confirming the reports were verified; please attach a copy of the Pre-Canvass Reporting Unit List with your confirmation email. Send your confirmation email to: elections.canvass@wi.gov</p>

☐ Report 2: Election Night Call-In Return Sheet (Blank)

Step 1

Click on the word **“Reports”** located on the left side of the screen.



A list of reports will load on the right side of the screen.

Reports

Please click the links below to view the reports.

<p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List Reporting Unit Exception Report Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals) Canvass Report - EL 106 Canvass Municipality Report - EL 106 Canvass Percentage Completed Report Contests By Reporting Unit For County Use</p>	<p>For Use by WEC</p> <p>Canvass Results Report Ward by Ward Report County by County Report Contests By Reporting Unit For State Use (Export All Contests To Excel) Ward by Ward Report by Congressional District County by County Report by Congressional District</p>
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<p>Step 2</p>	<p>Under the For Use by Clerks section, click Election Night Call-In Return Sheet (Blank)</p> <div data-bbox="834 233 1442 764" data-label="Complex-Block"> <p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List</p> <p>Reporting Unit Exception Report</p> <p>Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals)</p> <p>Canvass Report - EL 106</p> <p>Canvass Municipality Report - EL 106</p> <p>Canvass Percentage Completed Report</p> <p>Contests By Reporting Unit For County Use</p> </div>
<p>Step 3</p>	<p>Select the Election: 2018 General Election, Select the County: Your County, Select Reporting Unit.</p> <p>Click view report:</p> <div data-bbox="370 898 1485 1367" data-label="Form"> </div> <p>Note: You may select All or a single reporting unit</p> <p>Select PDF or Word and click Export</p> <div data-bbox="818 1503 1219 1738" data-label="Form"> </div>
<p>Step 4</p>	<p>Confirm the correct contests are listed for the reporting unit</p>

Step 5	<p>Confirm all candidates are included in the correct order</p> <p>Note: <i>Registered Write-in candidates will appear when they have been entered in WisVote</i></p>
Step 6	<p>If any contests or candidates, including registered write-in candidates, are not in CRS call the WEC immediately</p> <p>If all contests and candidate are listed, no further action is needed for this report</p> <p>This report does <u>not</u> need to be emailed to WEC</p>

3. Entering Results

These instructions apply to entering results on Election Night and to entering official results for the County Board of Canvassers. Counties are not required to enter results in CRS on Election Night. All counties are required to enter results in CRS for official results for all federal and state contests.

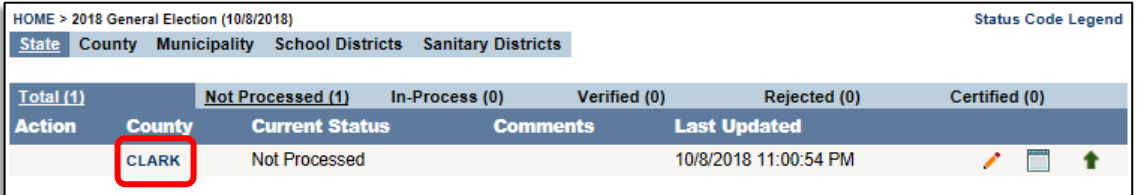
The votes for federal, state and county write-in candidates need not be listed on the canvass report by individual candidate, unless the write-in candidate has registered as such. Votes for write-in candidates who have not registered may be compiled into one scattering column for each office.

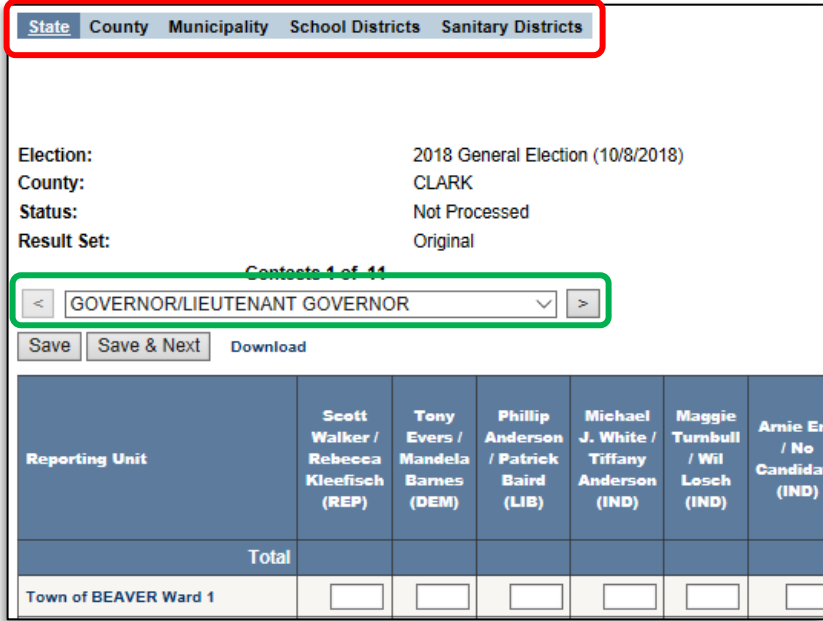
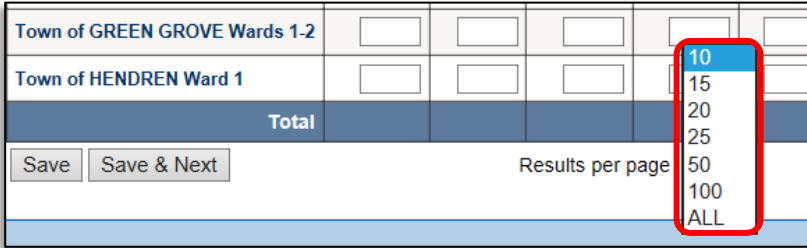
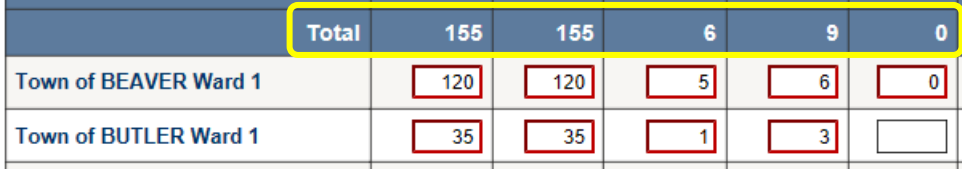
If the Wisconsin Elections Commission has registered write-in candidates for state or federal office, WEC staff will notify the affected counties and enter the name of the registered write-in candidate into WisVote. The name will appear in a separate column on the applicable county/counties canvass reports. Votes attributed to these write-in candidates must be listed under the candidate's name.

If the county has registered write-in candidates, the votes for those candidates should be recorded separately. The county can enter registered write-in county candidates into WisVote so that the candidate's name appears as a separate column on the county canvass report.

For additional guidance please Review the [Suggested Procedures for County Board of Canvassers](#) found in the Publications Index on the WEC website.

(Manual Data Entry by Contest)

Step 1	Log into the Canvass System and select 2018 General Election from the left menu
Step 2	<div>Click on the name of your county in the County column</div> <div><p>The screenshot shows the WisVote interface for the 2018 General Election (10/8/2018). It features a navigation bar with tabs for State, County, Municipality, School Districts, and Sanitary Districts. Below this is a table with columns for Total (1), Not Processed (1), In-Process (0), Verified (0), Rejected (0), and Certified (0). The 'County' column is highlighted with a red box, and the 'CLARK' county is listed under it. The 'Current Status' is 'Not Processed' and the 'Last Updated' time is '10/8/2018 11:00:54 PM'.</p></div>

<p>Step 3</p>	<p>The Contests screen will load and list of all Reporting Units in your municipality or county.</p>  <p>The screenshot shows the 'Contests' screen with the 'Municipality' tab selected. The election details are: 2018 General Election (10/8/2018), County: CLARK, Status: Not Processed, Result Set: Original. The 'Contests 1 of 11' dropdown menu is set to 'GOVERNOR/LIEUTENANT GOVERNOR'. Below the dropdown are buttons for 'Save', 'Save & Next', and 'Download'. The table below has columns for 'Reporting Unit' and six candidates: Scott Walker / Rebecca Kleefisch (REP), Tony Evers / Mandela Barnes (DEM), Phillip Anderson / Patrick Baird (LIB), Michael J. White / Tiffany Anderson (IND), Maggie Turnbull / Wil Losch (IND), and Arnie Evers / No Candida (IND). The 'Town of BEAVER Ward 1' is listed as a reporting unit.</p> <p>The click on governmental level in top header. This will set the governmental level of the contests available in the Contests drop-down menu in the middle of the page; select the contest you are entering results for from the menu.</p> <p>Note: State-level contests <u>must</u> be entered; County and Municipal-level offices are optional.</p>
<p>Step 4</p>	<p>The default view is 10 reporting units per page, this can be increased to allow up-to all reporting units to be visible (optional, but recommended).</p>  <p>The screenshot shows a table with reporting units and a dropdown menu for 'Results per page'. The table has columns for 'Reporting Unit' and six candidates. The 'Town of GREEN GROVE Wards 1-2' and 'Town of HENDREN Ward 1' are listed. The 'Total' row is highlighted. The 'Results per page' dropdown menu is open, showing options: 10, 15, 20, 25, 50, 100, and ALL.</p> <p>Place the cursor in the first open field and begin entering results, use Tab to move to the next field.</p>  <p>The screenshot shows the same table as above, but with numerical values entered in the first row. The 'Total' row is highlighted. The values are: 155, 155, 6, 9, 0. The 'Town of BEAVER Ward 1' row has values: 120, 120, 5, 6, 0. The 'Town of BUTLER Ward 1' row has values: 35, 35, 1, 3, 0.</p> <p>As you type, the Total line will update for each column.</p>

As results are entered, you can save your progress by clicking the **Save** button.

Enter all votes cast in the **Reporting Unit**. **Do not** leave any fields blank; enter a zero where zero votes were cast

When all results have been entered, click **Save & Next** to move to the next page. This button will be disabled if you are on the final page of reporting units for a contest or you chose to view **All** reporting units.

Step 5

Reporting Unit	Scott Walker / Rebecca Kleefisch (REP)	Tony Evers / Mandela Barnes (DEM)	Phillip Anderson / Patrick Baird (LIB)	Michael J. White / Tiffany Anderson (IND)	Maggie Turnbull / Wil Losch (IND)
Total	432,599	432,599	15	18	2
Town of BEAVER Ward 1	120	120	5	6	0
Town of BUTLER Ward 1	35	35	1	3	0

Use the arrow buttons to move to the next **Contest** or click the drop-down arrow to choose a specific **Contest**.

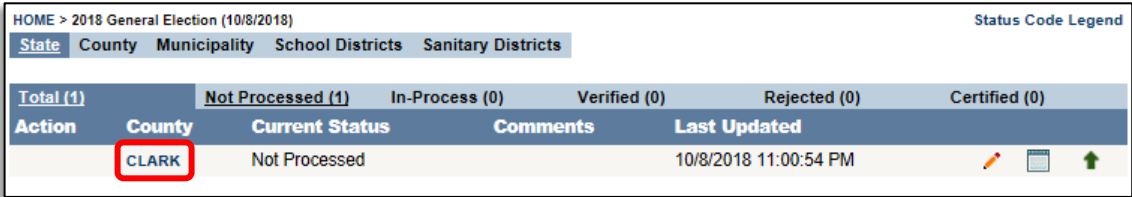
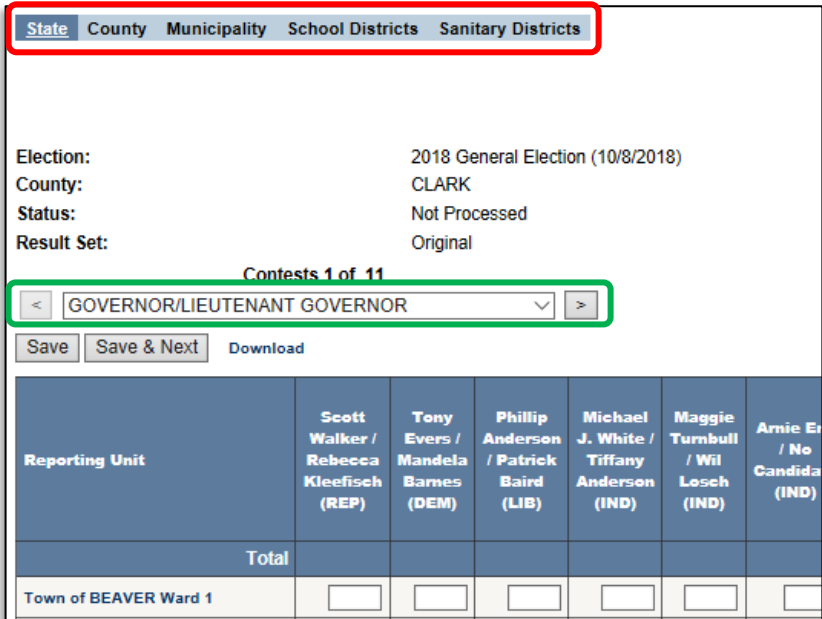
Step 6

Election: 2018 General Election (10/8/2018)
County: CLARK
Status: In Process
Result Set: Original

Contests 2 of 11

Repeat steps 4 & 5 until all results are entered and correct; Click **Save** after you have finished entering vote totals.

(Manual Data Entry by Reporting Unit)

Step 1	Log into the Canvass System and select 2018 General Election from the left menu.
Step 2	<p>Click on the name of your county in the County column</p>  <p>The screenshot shows a web application interface for the 2018 General Election (10/8/2018). At the top, there are tabs for 'State', 'County', 'Municipality', 'School Districts', and 'Sanitary Districts'. Below these are summary counts: 'Total (1)', 'Not Processed (1)', 'In-Process (0)', 'Verified (0)', 'Rejected (0)', and 'Certified (0)'. A table below has columns: 'Action', 'County', 'Current Status', 'Comments', and 'Last Updated'. The 'County' column contains the text 'CLARK', which is highlighted with a red box. The 'Current Status' is 'Not Processed' and 'Last Updated' is '10/8/2018 11:00:54 PM'. There are also icons for editing, deleting, and adding.</p>
Step 3	<p>The Contests screen will load and list of all Reporting Units in your municipality or county.</p>  <p>The screenshot shows the 'Contests' screen. At the top, there are tabs for 'State', 'County', 'Municipality', 'School Districts', and 'Sanitary Districts'. Below these, there are fields for 'Election:', 'County:', 'Status:', and 'Result Set:'. The 'County:' field is set to 'CLARK'. Below these fields, there is a dropdown menu labeled 'Contests 1 of 11' with 'GOVERNOR/LIEUTENANT GOVERNOR' selected. Below the dropdown are buttons for 'Save', 'Save & Next', and 'Download'. At the bottom, there is a table with columns for 'Reporting Unit' and several candidates: 'Scott Walker / Rebecca Kleefisch (REP)', 'Tony Evers / Mandela Barnes (DEM)', 'Phillip Anderson / Patrick Baird (LIB)', 'Michael J. White / Tiffany Anderson (IND)', 'Maggie Turnbull / Wil Losch (IND)', and 'Amie E. / No Candida (IND)'. The 'Reporting Unit' column has a row for 'Town of BEAVER Ward 1' with empty input boxes for each candidate.</p> <p>The click on governmental level in top header. This will set the governmental level of the contests available in the Contests drop-down menu in the middle of the page; select the contest you are entering results for from the menu.</p> <p>Note: State-level contests <u>must</u> be entered; County and Municipal-level offices are optional.</p>

Step 4

Click on a **Reporting Unit** in the grid from the picture above, and the screen will open to show all contests for the governmental level selected in the top header in the November 6, 2018 Election for that reporting unit .

Place your cursor in the first open field and begin entering results, use **Tab** to move between fields.

Enter all votes cast in the **Reporting Unit**. **Do not** leave any fields blank; enter a zero where zero votes were cast.

Candidate Name	Vote
Scott Walker / Rebecca Kleefisch (REP)	120
Tony Evers / Mandela Barnes (DEM)	120
Phillip Anderson / Patrick Baird (LIB)	5
Michael J. White / Tiffany Anderson (IND)	6
Maggie Turnbull / Will Losch (IND)	0
Arnie Enz / No Candidate (IND)	
Ryan Cason (write-in) (REP)	
Paul Boucher (write-in) (DEM)	
Mark S. Grimek (write-in) (CON)	
Jared William Landry (write-in) (DEM)	
Robbie Hoffman (write-in) (IND)	
Corban Gehler (write-in) (DEM)	
William Henry Davis III (write-in) (DEM)	
SCATTERING	

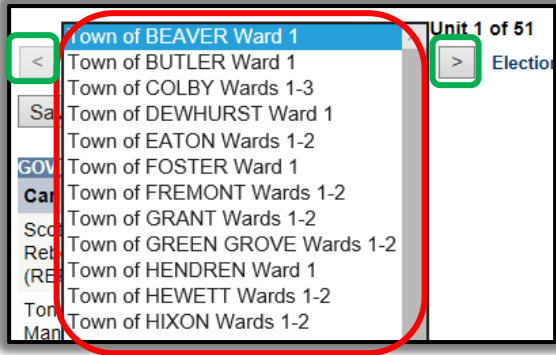
Candidate Name	Vote
Brad Schimel (REP)	
Josh Kaul (DEM)	

Step 6

As results are entered, you can save your progress by clicking the **Save** button.

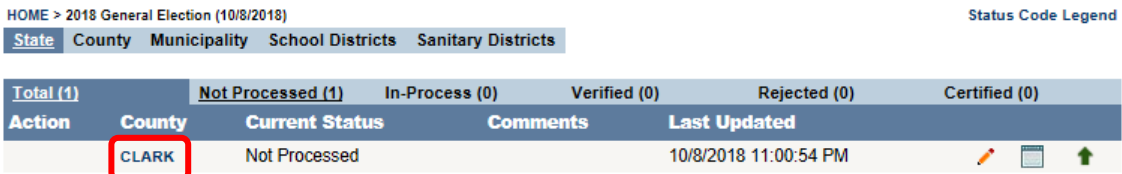
If you leave any fields blank, a message will appear asking if you wish to continue; Click OK to save your progress and continue entering results.

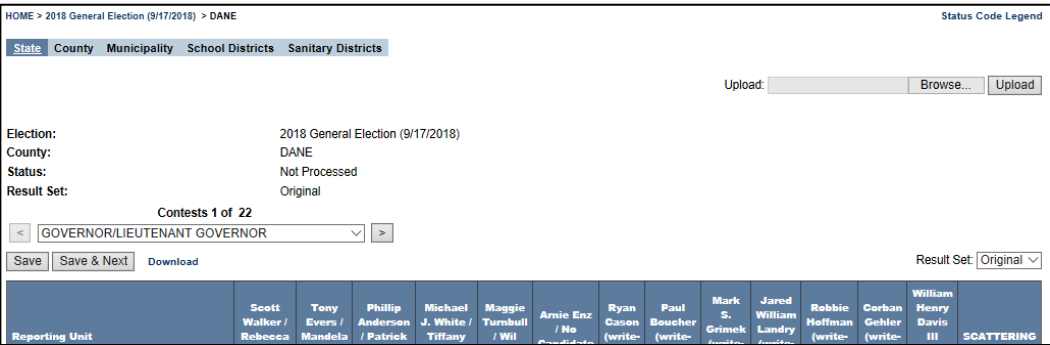
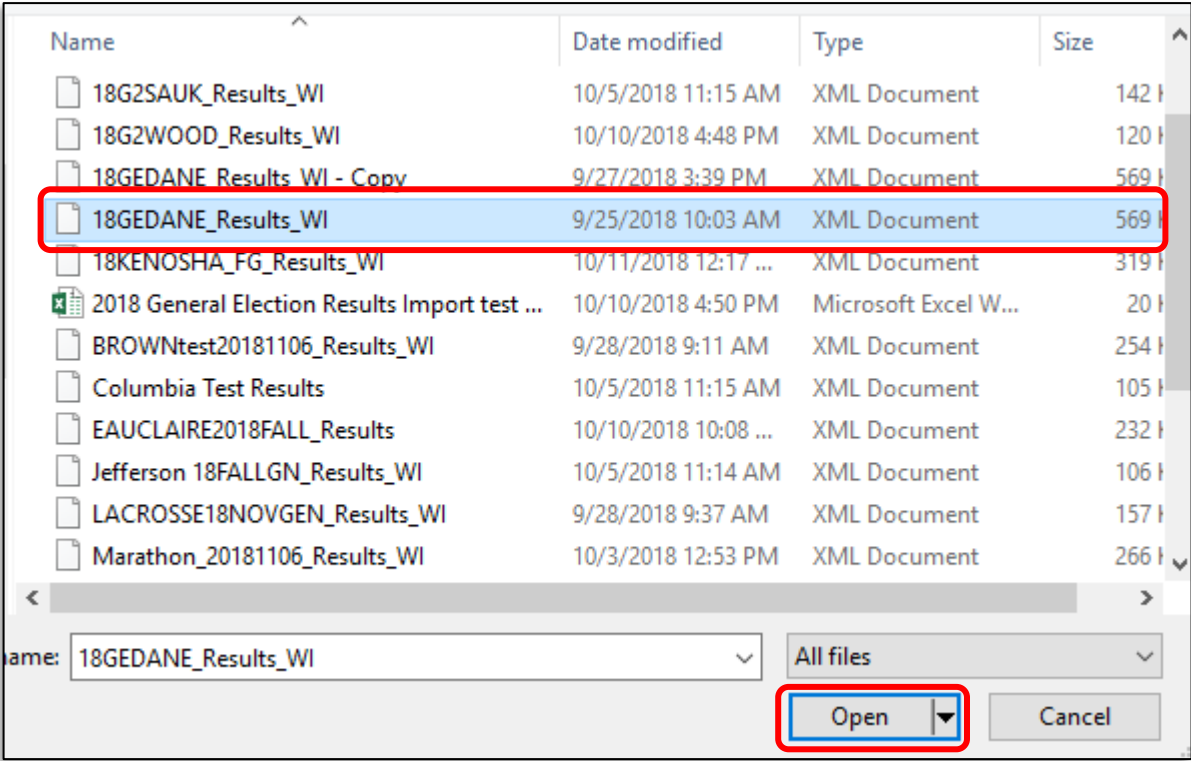
When all results have been entered, click **Save**; you will see a message confirming a successful update.

<p>Step 8</p>	<p>Select the next Reporting Unit where you wish to enter results from the dropdown at the top of the screen under the Election Name and Total Number of Reporting Units.</p>  <p>Or by using the left/right arrows next the reporting unit name</p>
<p>Step 9</p>	<p>Continue entering results and saving for each Reporting Unit until all reporting units are complete.</p>

(Results File Upload – XML or HTML format)

Important! Counties that upload a results file from election management software please send a test file to ann.oberle@wisconsin.gov by October 29, 2018.

<p>Step 1</p>	<p>Log in to the Canvass System and select the 2018 General Election</p>
<p>Step 2</p>	<p>Click on the name of your county in the County column</p> 

<p>Step 3</p>	<p>Click the Browse button on the upper right, a Choose file pop-up will appear</p> 
<p>Step 4</p>	<p>From the Choose file screen, click on the drive where your upload file is located. You can also select from a USB Flash drive if one is inserted in your computer.</p>
<p>Step 5</p>	<p>Click on the correct file, the file name will appear in the File name field; click the open button.</p> 

Step 6

The chosen file will now appear in the **Upload** field on the main Canvass System screen; click **Upload**

HOME > 2018 General Election (9/17/2018) > DANE

Status Code Legend

State County Municipality School Districts Sanitary Districts

Upload: H:\WisVote\Testing\Canv Browse... Upload

Election: 2018 General Election (9/17/2018)
 County: DANE
 Status: Not Processed
 Result Set: Original

Contests 1 of 22

< GOVERNOR/LIEUTENANT GOVERNOR >

Save Save & Next Download

Result Set: Original

Scott Walker / Tony Evers / Phillip Anderson / Michael J. White / Maggie Turnbull / Amie Enz / Ryan Casen / Paul Beucher / Mark S. / Jared William / Robbie Hoffman / Corban Gehler / William Henry Davis

It may take a few minutes for the upload process to complete, do not close your browser or re-click the button during this time. If you get any error message while uploading a file, contact the WEC Helpdesk immediately.

Step 7

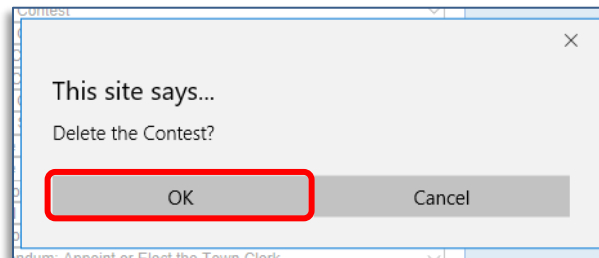
NEW!

Review the list for any contests that are not offices or referenda in your county.
 Click the delete button to the left of the contest name.

	Contest Uploaded	Contest in Canvass
Delete	Governor / Lieutenant Governor	GOVERNOR/LIEUTENANT GOVERNOR
Delete	Representative in Congress District 5 Jefferson County	Select Contest
Delete	Sheriff	Select Contest
Delete	Clerk of Circuit Court	Dane County Clerk of Circuit Court
Delete	Sheriff Green County	Select Contest
Delete	Coroner Green County	Select Contest
Delete	Clerk of Circuit Court Green County	Select Contest
Delete	Sheriff Jefferson County	Select Contest
Delete	Clerk of Circuit Court Jefferson County	Select Contest
Delete	County Referendum re: tax loopholes	Dane County Referendum - Question I
Delete	County Referendum re: legalize marijuana	Dane County Referendum - Question II
Delete	Green County Referendum Green County	Select Contest
Delete	City of Sun Prairie Referendum re: tax loopholes	City of Sun Prairie Referendum
Delete	Village of DeForest Referendum re: tax loopholes	Village of DeForest Referendum
Delete	Village of Mt. Horeb Referendum re: animal research	Village of Mount Horeb Referendum Question
Delete	Town of Black Earth Referendum re: appointed clerk	Referendum: Appoint or Elect the Town Clerk

Step 8
NEW!

A confirmation pop-up will appear. Click Okay to remove the contest from your list.



Step 9

If a contest name in the upload file does not match the contest name in Canvass, you will have to manually select the matching contest(s) from the **Contest in Canvass** drop-down list.

HOME > 2018 General Election (9/17/2018) > DANE Status Code Legend

Election: 2018 General Election (9/17/2018)
County: DANE
Status: Not Processed

The following Contests listed below could not be matched with Canvass Reporting System. Please match the correct Contest.

	Contest Unloaded	Select Contest
Delete	Governor / Lieutenant Governor	GOVERNOR/LIEUTENANT GOVERNOR
Delete	Representative in Congress District 5 Jefferson County	Dane County Sheriff
Delete	Sheriff	Dane County Clerk of Circuit Court
		Dane County Referendum - Question 1

When all desired contests have been correctly matched, click the **Map Contest** button.

Clark County Clerk of Circuit Court	▼
Clark County Marijuana Referendum	▼
Town of Levis Referendum	▼
Loyal School District Referendum	▼

Map Contest

Step 10
New!

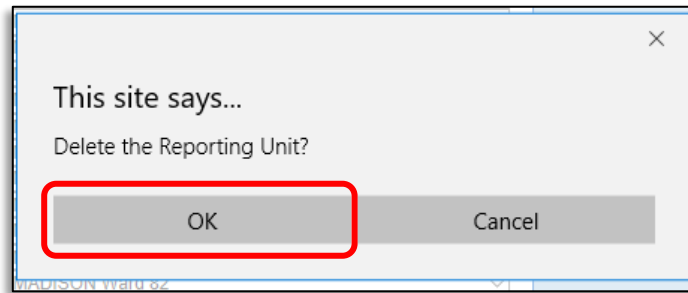
Review the list of reporting units for any reporting units not located in your county. Click the Delete button to the left of the reporting unit name.

Delete	C Madison Wd 093	City of MADISON Ward 93	▼
Delete	C Madison Wd 094	City of MADISON Ward 94	▼
Delete	C Madison Wd 095	City of MADISON Ward 95	▼
Delete	C Madison Wd 096	City of MADISON Ward 96	▼
Delete	C Madison Wd 097	City of MADISON Ward 97	▼
Delete	C Madison Wd 098	City of MADISON Ward 98	▼
Delete	C Madison Wd 099	City of MADISON Ward 99	▼
Delete	C Middleton Wds 14-18	City of MIDDLETON Wards 14-16,18,17,21	▼
Delete	V Cambridge Wd 1	Select Reporting Unit	▼

Map Reporting Unit

**Step
11**
New!

A confirmation pop-up will appear. Click Okay to remove the reporting unit from your list.



**Step
12**

If the reporting unit names in the upload file do not match the reporting unit names in Canvass, you will have to manually select the matching reporting units from the **Reporting Unit in Canvass** drop-down list

HOME > 2018 General Election (9/17/2018) > DANE Status Code Legend

Election: 2018 General Election (9/17/2018)
 County: DANE
 Status: Not Processed

The following Reporting Units listed below could not be matched with Canvass Reporting System. Please match the correct Reporting Unit.

	Reporting Unit Uploaded	Reporting Unit in Canvass
Delete	T Cottage Grove Wds 1-2, 4-5,	Town of COTTAGE GROVE Wards 1-2,4-5,7
Delete	T Verona Wd 2-4	Town of VERONA Wards 2-4
Delete	V Cross Plains Wd 5-6	Village of CROSS PLAINS Wards 5-6
Delete	V DeForest Wds 13, 19	Village of DEFOREST Wards 13,19,22
Delete	V Windsor 6-10	Village of Windsor Wards 6-10
Delete	C Madison Wd 001	City of MADISON Ward 1
Delete	C Madison Wd 002	City of MADISON Ward 2
Delete	C Madison Wd 003	City of MADISON Ward 3
Delete	C Madison Wd 004	City of MADISON Ward 4
Delete	C Madison Wd 005	City of MADISON Ward 5
Delete	C Madison Wd 006	City of MADISON Ward 6
Delete	C Madison Wd 007	City of MADISON Ward 7
Delete	C Madison Wd 008	City of MADISON Ward 8
Delete	C Madison Wd 009	City of MADISON Ward 9
Delete	C Madison Wd 010	City of MADISON Ward 10

Step 13

When all reporting units have been correctly matched, click the **Map Reporting Unit** button

Town of HEWETT Wards 1-2

Town of MAYVILLE Wards 1-2

Town of LEVIS Wards 1-2

Town of LYNN Wards 1-2

Town of MEAD Ward 1

Map Reporting Unit

Step 14

After you have mapped the last reporting unit, your results will upload into the Canvass System and **The results from the uploaded file saved successfully** message will appear.

StateCountyMunicipalitySchool DistrictsSanitary Districts

Upload:Browse...Upload

Election:2018 General Election (9/17/2018)
County:DANE
Status:In Process
Result Set:Original

Contests 1 of 22
GOVERNOR/LIEUTENANT GOVERNOR

SaveSave & NextDownload

The results from the uploaded file saved successfully.

Result Set:Original

Reporting Unit	Scott Walker / Rebecca Kleefisch (REP)	Tony Evers / Mandela Barnes (DEM)	Phillip Anderson / Patrick Baird (LIB)	Michael J. White / Tiffany Andersen (IND)	Maggie Turnbull / Wil Loesch (IND)	Amie Enz / No Candidate (IND)	Ryan Cason (write-in) (REP)	Paul Boucher (write-in) (DEM)	Mark S. Grimek (write-in) (CON)	Jared William Landry (write-in) (DEM)	Robbie Hoffman (write-in) (IND)	Corban Gehler (write-in) (DEM)	William Henry Davis III (write-in) (DEM)	SCATTERING
Total	0	0	0	0	0	0								0
Town of ALBION Wards 1-2	0	0	0	0	0	0								0
Town of BERRY Wards 1-2	0	0	0	0	0	0								0
Town of BLACK EARTH Ward 1	0	0	0	0	0	0								0
Town of BLOOMING GROVE Wards 1-3	0	0	0	0	0	0								0
Town of BLUE MOUNDS Ward 1	0	0	0	0	0	0								0
Town of BRISTOL Wards 1-4	0	0	0	0	0	0								0
Town of BURKE Wards 1-4	0	0	0	0	0	0								0
Town of CHRISTIANA Wards 1-2	0	0	0	0	0	0								0
Town of COTTAGE GROVE Wards 1-2,4-5,7	0	0	0	0	0	0								0
Town of COTTAGE GROVE Wards 3,6	0	0	0	0	0	0								0
Total	0	0	0	0	0	0								0

SaveSave & Next

Results per page10

12345...25>>

AFTER ENTERING IN TOTALS

Proofing data entry and entering votes for write-in candidates

After you have entered or uploaded your results, follow the directions below to proof your canvass numbers.

Whether results are uploaded from a result file from election management software, or entered by hand, it is important to proof the vote counts entered in CRS. Before posting any reports exported from CRS and before the meeting of County Board of Canvassers, at least two staff members shall print and proof the Canvass Report – EL-106 from CRS and compare the returns received from each municipality. See the *Process of Conducting the Canvass* section of the [Suggested Procedures for County Board of Canvassers](#).

Printing and proofing the Canvass EL-106 Report

You may NOT use the Canvass Report – EL 106 to certify state or federal-level offices, DO NOT send this report to the WEC

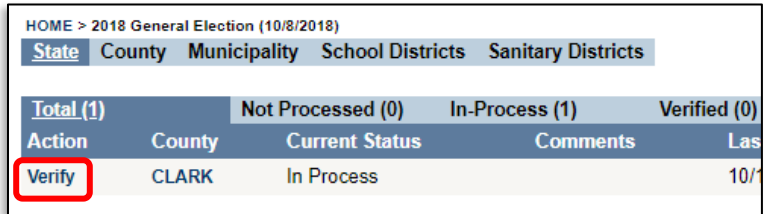
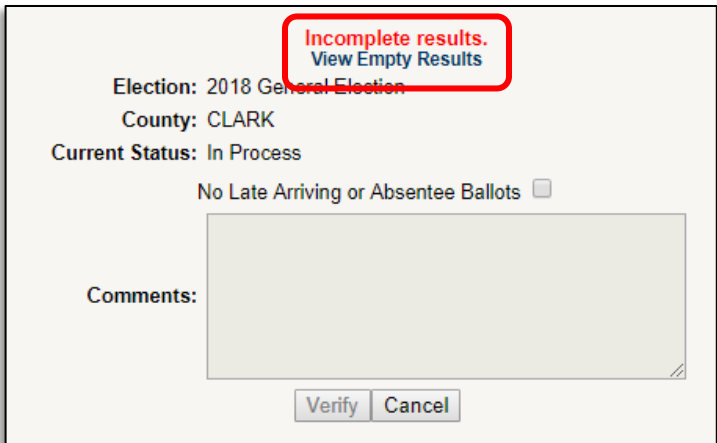
Step 1	<p>Click on the word “Reports” located on the left side of the screen. You will see a list of reports to choose in the right side of the screen.</p>

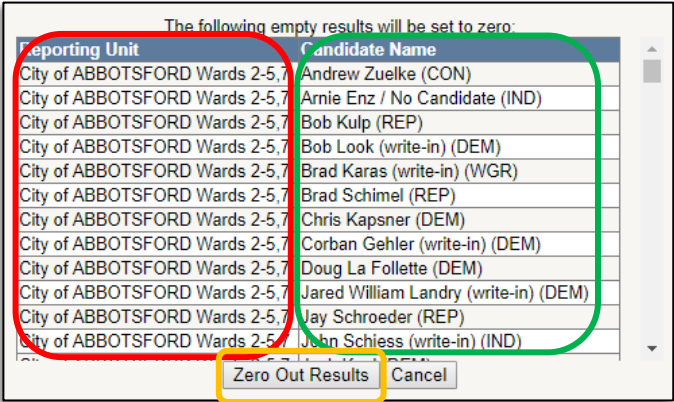
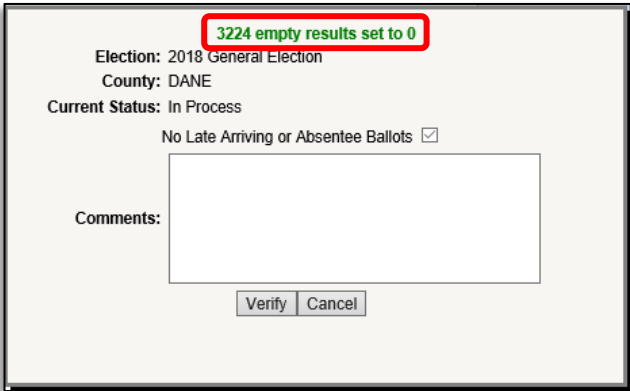
Step 2	<p>Under Post Election Reports, highlight and click Canvass Report EL-106</p> <div data-bbox="662 247 1198 716"> <p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List Reporting Unit Exception Report Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals) Canvass Report - EL 106 Canvass Municipality Report - EL 106 Canvass Percentage Completed Report Contests By Reporting Unit For County Use</p> </div>
Step 3	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the Jurisdiction: Federal/State</p> <div data-bbox="354 919 1356 1071"> </div> <p>Select the County: Your County, Select Contest: All, Select Election Result Set: Original</p>
Step 4	Click the View Report button
Step 5	Select a format dropdown and select a format (PDF or Excel) to export
Step 6	<p>The Canvass Report – EL 106 contains 3 separate sections: the Tabular Statement of Votes Cast, the Summary Statement, and the Certification – for county and municipal offices only. DO NOT send a copy this report to the WEC for Federal and State contests</p> <p>Have two staff members proof each section of the Canvass Report-EL 106 against the returns from each municipality. If any additions or corrections have been made in CRS by the County Board of Canvassers, confirm that CRS and the Canvass Report EL-106 contain the corrections.</p> <p>If any discrepancies are found, correct the information in CRS and reprint the report. If you are unable to correct any discrepancy, contact the WEC Help Desk immediately.</p>

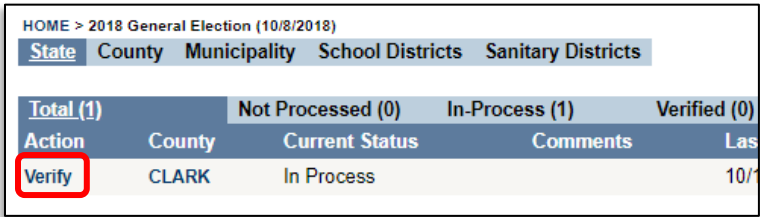
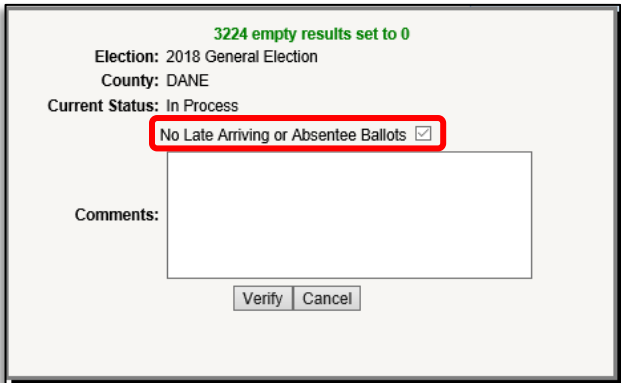
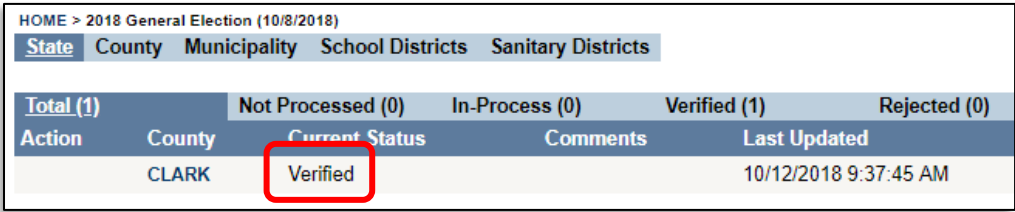
4. Completing the Canvass in CRS and Verifying Results

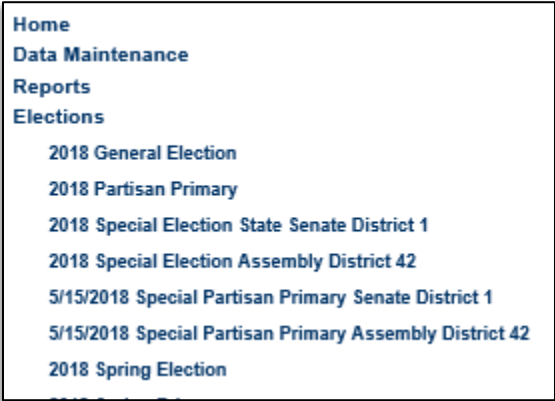
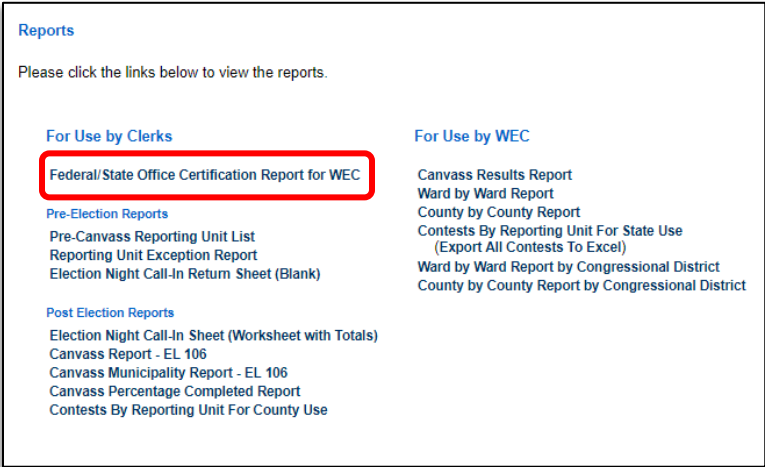
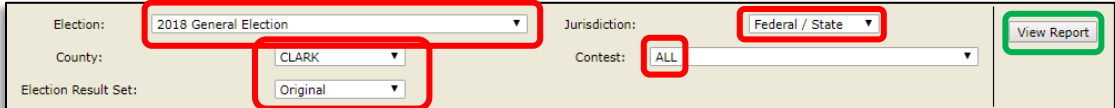
The board of canvassers shall file one complete statement in the office of the county clerk or board of election commissioners. The certification must be signed by the three members of the County Board of Canvassers. For federal and state contest the County Board of Canvassers must sign the Federal/State Certification Report for WEC. Do not sign and send the Canvass Report EL-106. Immediately after the CBOS signs the Federal/State Certification Report for WEC, scan the signed document and email it to elections.canvass@wi.gov. Deliver or send by 1st class mail, the signed original copy of the Federal/State Certification Report for WEC to the WEC. Retain a copy of the document for your files.

Print the Federal/State Office Certification Report for WEC

Step 1	<p>After all results for federal and state contests have been proofed, and you are ready to have the Board of Canvassers sign the Federal/Certification Report for WEC</p> <p>Under the Action section there will be a Verify option, click the Verify link</p>  <p>The screenshot shows a web interface for the 2018 General Election (10/8/2018). It has tabs for State, County, Municipality, School Districts, and Sanitary Districts. Below these are summary counts: Total (1), Not Processed (0), In-Process (1), and Verified (0). A table lists actions for County CLARK, with 'Verify' highlighted in a red box. The current status is 'In Process'.</p>
Step 2	<p>If any candidate or contest vote count is blank, an Incomplete Results pop-up will appear and must be resolved before verifying your results: No results can be left blank.</p> <p>If all candidate and contest vote counts have totals, skip to step #</p> <p>Canvass can fill in zero vote totals for candidates that are not uploaded or were not entered during manual entry.</p>  <p>The screenshot shows a pop-up dialog box titled 'Incomplete results. View Empty Results'. It contains the following information: Election: 2018 General Election, County: CLARK, Current Status: In Process, and a checkbox for 'No Late Arriving or Absentee Ballots'. There is a large text area for 'Comments' and buttons for 'Verify' and 'Cancel' at the bottom.</p> <p>Click View Empty Results.</p>

<p>Step 3</p>	<p>A list of all candidates with no vote totals will appear, identified by Reporting Unit and Candidate Name</p>  <p>Review the list to confirm these entries should be zero, click the Zero Out Results button</p> <p>Note: You can still update candidate numbers if you enter zeros using this method, edit options are not locked out</p>
	<p>The number of empty results set to zero will appear at the top of the pop-up</p>  <p>Important! Do not click verify unless your Canvass Board has approved all results. Click Cancel if you want to continue to edit or print reports before locking your results by clicking the Verify Button. Clicking the Verify button on this screen will lock your results, and you will need to call the WEC to have WEC staff reject your results if you need to make a change.</p>

	<p>Under the Action section there will be a Verify option, click the Verify link</p> 
Step 2	<p>A verification pop-up window will appear</p>  <p>In Comments, provide any information about the verified results and check the No Late Arriving or Absentee Ballots box. This means all vote counts for provisional ballots have been included in your results. Your username and date will be saved automatically and do not need to be entered</p>
Step 3	<p>Click Verify</p>  <p>Once you have clicked Verify, canvass results cannot be changed, if there is an error in a state-level contest you must contact WEC to have the verified results rejected</p>
Step 4	<p>Continue to the Print the Federal/State Office Certification Report for WEC section</p>

Step 1	<p>Return to the Canvass Home screen and click Reports in the Main Menu</p> 
Step 2	<p>Select the Federal/State Office Certification Report for WEC</p> 
Step 3	<p>Select Election: 2018 General Election, Jurisdiction Type: Federal/State, County: Your County</p>  <p>Election Contest: All, Election Result Set: Original</p>

Step 4	<p>Click View Report</p> <p>The report will include a Summary Statement and Certification of the Board of Canvassers section</p> <p>Note: If you have not verified your results, you cannot print the certification report</p> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; font-weight: bold;">Can not run this report, results are not verified</div>
Step 5	Have the Board of Canvassers sign the certification statement
Step 6	Scan the signed Federal\State certification report
Step 7	Immediately Email the signed, scanned copy of the entire report (summary statement and certification) to the WEC at elections.canvass@wi.gov The statement may also be faxed to 608-257-0500
Step 8	Mail the original signed document (summary statement and certification) to the WEC at P.O. Box 7984, Madison, WI, 53707-7984
Step 9	If you discover a material mistake in the canvass of an election for the state or federal office, contact the WEC immediately. See Page 8 of the Suggested Procedures for County Board of Canvassers

5. Reporting Results

This section provides instructions for printing reports from CRS and proofing vote counts and vote totals in CRS generated reports. The instructions apply to Unofficial Election Night Results and to Official Results entered during the meeting of the County Board of Canvassers.

Reporting and Posting Election Night Unofficial Results

The county clerk's office must remain open to receive and post all results on election night.

Wis. Stat. § 7.60. Clerks may use CRS reports for Election Night Reporting, but clerks are not required to enter results into CRS on Election Night.

- The county clerk should develop and document systematic procedures for making results public. The procedures should include a detailed method of proof reading which includes double checks by more than one person. This will help to ensure that publicized returns, though unofficial, accurately and completely reflect the returns as received from the municipalities.
- The method by which municipalities transmit results to the county will vary, but they are required by Wis. Stat. § 7.51(4)(c) to report the returns, by ward or reporting unit, to the county clerk no later

than two hours after votes are tabulated. Regardless of the method of delivery results by *reporting unit* must be posted to the county website no later than two hours after receiving them.

- The county clerk must post returns to their website and may also post the results publicly using other methods.

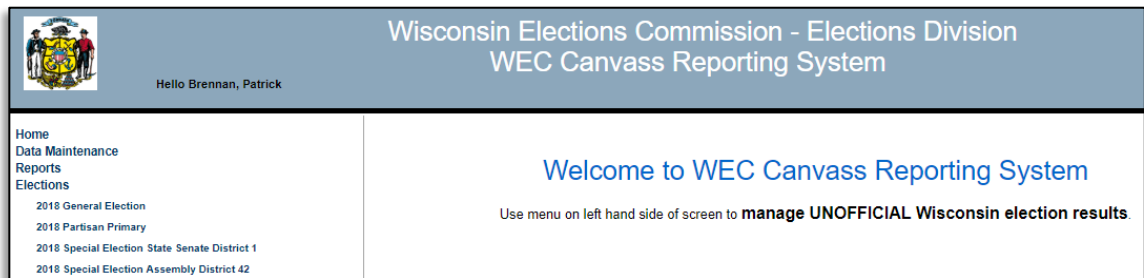
Other suggestions for making results public:

- Post returns outside of the county clerk's office or in a media area. This can be done by
 - posting tally sheets and machine tapes for each reporting unit,
 - printing results from compilation software, if applicable, and posting printouts periodically,
 - Uploading or entering election night results into the Canvass Reporting System (CRS) and posting updates periodically.
 - Transferring returns to a continuously updated spreadsheet.

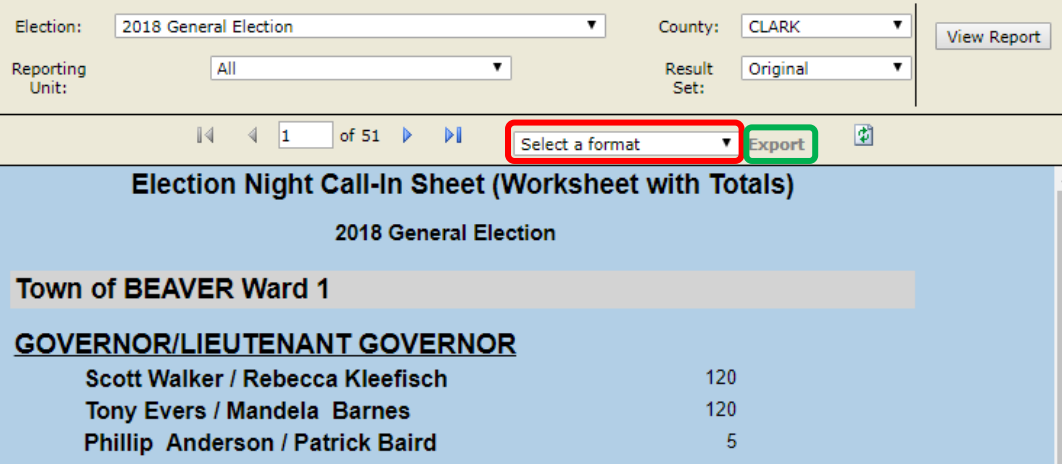
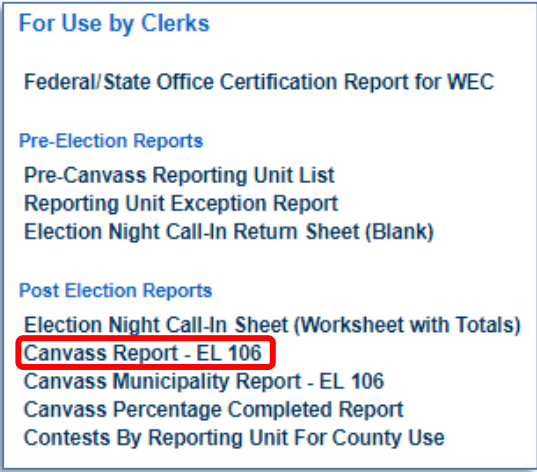
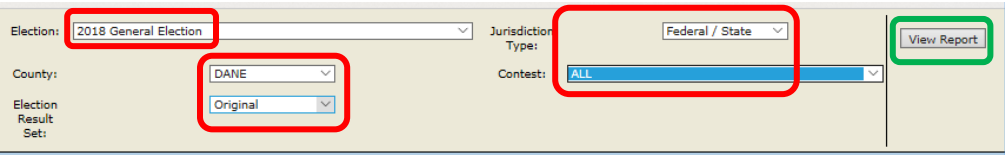
CRS Report Options for Counties

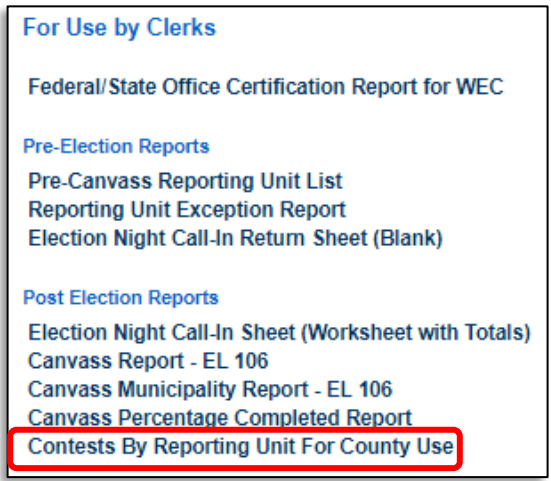
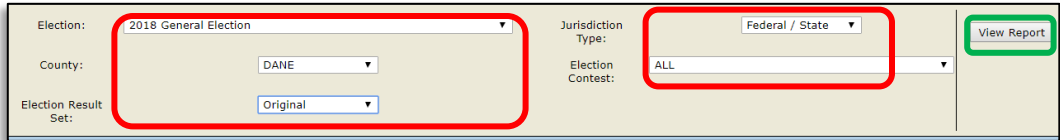
Counties may use CRS reports to post Election Night Results to their websites or they may use their own customized reports. WEC advises that before posting any results to your website, two staff members must proof the document prior to posting

Election Night Call-In Sheet (Worksheet with Totals)

<p>Step 1</p>	<p>Click on the word Reports located on the left side of the screen. You will see a list of reports to choose in the right side of the screen. Contests with empty results will not appear on this report. If you want to use this report, you must enter numbers or zeros.</p> <div data-bbox="360 1281 1497 1556">  </div>
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<p>Step 2</p>	<p>Under Post Election Reports, highlight and click on the Election Night Call-In Sheet (Worksheet with Totals)</p> <div data-bbox="581 310 1193 840"> <p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List</p> <p>Reporting Unit Exception Report</p> <p>Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals)</p> <p>Canvass Report - EL 106</p> <p>Canvass Municipality Report - EL 106</p> <p>Canvass Percentage Completed Report</p> <p>Contests By Reporting Unit For County Use</p> </div> <p>Note: This report will not show any information until after numbers are entered into the Canvass System.</p>
<p>Step 3</p>	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the County: Your County,</p> <div data-bbox="393 1155 1388 1323"> </div> <p>Select Reporting Unit: All, Select Result Set: Original</p>
<p>Step 4</p>	<p>Click View Report</p>
<p>Step 5</p>	<p>The Election Night Call-In Sheet will appear with the data that you entered.</p>

Step 6	<p>Click on the select a format dropdown and select a format (PDF or Excel) to export</p>  <table border="1"> <thead> <tr> <th colspan="2">GOVERNOR/LIEUTENANT GOVERNOR</th> </tr> </thead> <tbody> <tr> <td>Scott Walker / Rebecca Kleefisch</td> <td>120</td> </tr> <tr> <td>Tony Evers / Mandela Barnes</td> <td>120</td> </tr> <tr> <td>Phillip Anderson / Patrick Baird</td> <td>5</td> </tr> </tbody> </table>	GOVERNOR/LIEUTENANT GOVERNOR		Scott Walker / Rebecca Kleefisch	120	Tony Evers / Mandela Barnes	120	Phillip Anderson / Patrick Baird	5
GOVERNOR/LIEUTENANT GOVERNOR									
Scott Walker / Rebecca Kleefisch	120								
Tony Evers / Mandela Barnes	120								
Phillip Anderson / Patrick Baird	5								
Step 7	<p>Under Post Election Reports, highlight and click Canvass Report EL-106</p> 								
Step 8	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the Jurisdiction: Federal/State</p>  <p>Select the County: Your County, Select Contest: All, Select Election Result Set: Original</p>								
Step 9	<p>Click the View Report button</p>								

Step 10	Select a format dropdown and select a format (PDF or Excel) to export
Step11	<p>Under Post Election Reports, highlight and click Contests by Reporting Unit for County Use</p> 
Step 12	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the Jurisdiction: Federal/State</p>  <p>Select the County: Your County, Select Election Contest: All, Select Election Result Set: Original</p>
Step 13	Click the View Report button.
Step 14	Select a format dropdown and select a format (PDF or Excel) to export.

WEC advises that before posting any results to your website, two staff members must proof the document prior to posting. Proofing includes checking totals on reports against the screen and any other reports created during the County Board of Canvass process that do not come from CRS

If you discover an issue with vote counts or totals, contact the WEC immediately and DO NOT POST ANY reports from CRS until the issue is resolved!